**Please complete the application form electronically**

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| **Job Application Form** | | | | | | | | |
| POST: | | Nursery Manager | | | | | | |
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| **Part 1: Personal Details** | | | | | | | | |
| Title: |  | | First Name |  | | Surname | |  |
| Full Address:  Postcode | | |  | | | | | |
| Email: | | |  | | Tel Home | |  | |
| Tel Mobile | | |  | | Tel Work | |  | |
| Do you need a work permit to work in the UK? | | | Yes / No | | National Insurance Number: | |  | |
| Do you have a full driving licence? | | | Yes/ No | | Do you have access to a car? | | Yes/No | |
| Have you ever been convicted of a criminal Offence? | | | Yes / No | |  | |  | |
| If you have selected yes, to the previous question please outline these with dates and offence type: | | |  | | | | | |
| Do you hold an Enhanced DBS disclosure? | | | Yes / No | | Are you registered to the OFSTED update service | |  | |
| DBS Date &  number: | | |  | | Date of last registration | |  | |

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| |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | **Part 2a : Relevant qualifications**  **Please include G.C.S.E’s, NVQ’ds, Foundation Degree and information on other personal development (e.g. short courses)**  Complete details of current/most recent certificates held. Proof of qualifications will be required at interview stage. Please expand the table as required | | | | | | | Qualification (Please give specific details i.e. SENCo module 9) | Full/ part time | Level | Awarding Body & Place of Study | Grade (pass/ credit) | Date of study /awarded | |  |  |  |  |  |  | |  |  |  |  |  |  | |  |  |  |  |  |  | |  |  |  |  |  |  | |  |  |  |  |  |  | |  |  |  |  |  |  | |  |  |  |  |  |  | |  |  |  |  |  |  |   **Part 2b : Specific training & qualifications** | | | | | | |
| Relevant Training | Qualification title (i.e. Award in Food Safety in Catering) | Full/ part time | Level | Awarding Body & Place of Study | Grade (pass/ credit) | Date of certificate |
| Paediatric First Aid |  |  |  |  |  |  |
| Food Hygiene |  |  |  |  |  |  |
| Child Protection |  |  |  |  |  |  |
| E.Y.F.S., Observation & assessment |  |  |  |  |  |  |
|  |  |  |  |  |  |
| Catering |  |  |  |  |  |  |
| IT |  |  |  |  |  |  |
| English |  |  |  |  |  |  |
| Child care Qualifications (Please give specific details i.e. NVQ 3 in Child care (apprenticeship) |  |  |  |  |  |  |
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|  |  |  |  |  |  |
|  |  |  |  |  |  |
| Other relevant qualifications |  |  |  |  |  |  |

**Part 3: Experience** **Specific Experience**

**Detail of experience specific to job role:**

|  |  |
| --- | --- |
|  | Date From/ To |
|  |  |
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**Detail of experience with children aged 4-7 years**

|  |  |
| --- | --- |
|  | Date From/ To |
|  |  |
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**Detail of experience with children aged 2- 4 years**

|  |  |
| --- | --- |
|  | Date From/ To |
|  |  |
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**Detail of experience with children aged birth-2 years**

|  |  |
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|  | Date From/ To |
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**Other relevant experience starting with the most recent.**

|  |  |
| --- | --- |
|  | Date From/ To |
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| **Part 3: Previous Employment - Current / Most Recent Employer** | | | |
| Job Title: |  | Salary per annuum: |  |
| Organisation: |  | Date started in post: |  |
| Address: |  | | |
| Telephone: |  | | |
| Email address: |  | | |
| Brief description of duties and responsibilities (expand as necessary) | | | |
|  | | | |
| Notice required if current/ Or date of leaving |  | | |
| Reason for leaving |  | | |

**Other employment history - starting with the most recent.**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| From | To | | Name and address of employer | | | | Job Title / duties and responsibilities | | | | | Weekly Hours | | Reason for leaving |
|  |  | |  | | | |  | | | | |  | |  |
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| |  | | --- | | Please continue on an additional sheet of paper if necessary. |   **Part 4: Referees** | | | | | | | | | | | | | | |
| Please give the name and address of two references, one must include your most recent employer. Please do not include friends or relatives.  **Reference 1** | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | |
| Title: | |  | | First Name: | |  | | | Surname: | |  | | | |
| Organisation: | |  | | | | | | | Can we contact prior to interview? | | | | Yes /No | |
| Full Address:  Post Code: | |  | | | | | | | | | | | | |
| Telephone: | |  | | | | | | Email: | |  | | | | |
| How long have you known this person? | | | | |  | | | | | | | | | |
| In what capacity do they know you? | | | | |  | | | | | | | | | |

**Reference 2**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Title: |  | First Name: | |  | | Surname: | |  | |
| Organisation: |  | | | | | Can we contact prior to interview? | | | Yes /No |
| Full Address:  Post Code: |  | | | | | | | | |
| Telephone: |  | | | | Email: | |  | | |
| How long have you known this person? | | |  | | | | | | |
| In what capacity do they know you? | | |  | | | | | | |

**Part 6: Additional Information/Supporting Statement**

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| --- | --- |
| In no more 1000 words please add any information you feel will support your application. Tell us about things you have been responsible for or involved in, what you have achieved and any feedback given. Include examples from paid or unpaid work or other activities you have undertaken in your personal life that are relevant to the job you are applying for. Also include here information about why you want the job and anything else you wish to say. Expand the form as required to the word limit. | |
|  | |
| In signing this form electronically I declare that the information given on this form is to the best of my knowledge correct and complete and can be treated as part of any subsequent contact of employment.  I understand that Montessori Explorers may process, by means of a computer database or otherwise, any information which I provide to it, for the purpose of employment. | |
| Signature | Date |

Montessori Explorers care is committed to safeguarding and promoting the welfare of children and young people, and expects everybody working at this setting to share this commitment.

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| Equal Opportunities  We aim to be an Equal Opportunities Employer, and we select staff solely on merit. We ask all applicants to provide the information below for the purposes of monitoring the policy. As an equal opportunities Employer, we aim to ensure that no job applicant or employee receives less favourable treatment on the grounds of age, sex, race, colour, marital status, religion, ethnic origin, nationality or sexual orientation. Please help us to achieve our aim by completing the information below. |

|  |  |  |  |
| --- | --- | --- | --- |
| Position applied for: |  | | |
| Name in full: |  | | |
| Date of birth |  | Gender : |  |

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| --- | --- | --- | --- | --- | --- |
| I would describe my origin as : (please tick one of the following) | | | White -British | | White -Other |
| Bangladeshi | Chinese | Pakistani | Indian | | Black -Caribbean |
| Black -African | Black -Other | Any other please specify | |  | |

|  |  |  |
| --- | --- | --- |
| Do you consider yourself to have a disability? | Yes | No |
| Are you registered disabled? | Yes | No |
| If you are invited for interview or to take up employment, and require special arrangements, please give details below. | | |
|  | | |

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| --- | --- |
| I give consent to Montessori Explorers in holding the data in the equal opportunities section of this form. | |
| Signature of applicant: |  |
| Date: |  |